



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo **#03-12**

To: Benefits Administrators
From: Mary P. Habel, Director
State and Local Health Benefits Programs
CC: All OHB
Date: August 29, 2003
Re: Distribution of Correction to 2003 COVA Care Member Handbook

A correction effective July 1, 2003 has been issued to page 46 of the 2003 COVA Care Member Handbook. This is the section that deals with administration of Coordination of Benefits. Because the correction is considered a part of the member handbook, all employees, non-Medicare retiree group members and Extended Coverage (COBRA) participants enrolled in the statewide health plan must receive a copy.

It will be the responsibility of agency Benefits Administrators to distribute the correction to employees enrolled in the COVA Care basic plan and COVA Care with additional coverage options (Expanded Dental, Out-of-Network and Vision, Hearing and Expanded Dental). A supply of the one-page correction will be mailed to each agency beginning today through September 5 for distribution to employees. Your supply will be based on the BES count for your agency (by payroll number) plus 5 percent and the number of additional copies requested earlier for new hires. When you order future copies of the COVA Care Member Handbook, the correction will be attached as the final page of the book.

The correction will be mailed separately beginning today to the homes of non-Medicare retiree group members and Extended Coverage (COBRA) participants.

To view the correction and/or the 2003 COVA Care Member Handbook containing the correction (found after the Table of Contents), visit the News and Announcements section of the Compensation and Benefits page on the DHRM Web site at www.dhrm.state.va.us/compandbenefits.html.